

## ***Frequently Asked Questions – Nonprofit Assistance Program***

**Q: How can my agency apply for a Human Services Grant?**

A: Beginning Wednesday, October 7, 2020 at 8:00 a.m., eligible nonprofit organizations in Leon County can apply for grant funding by submitting an application through the Leon CARES online portal, which can be found [here](#). Before starting an application, applicants must register an account through the portal by providing their name, email, and password.

**Q: How long will the application portal be open?**

A: The online application portal will be open until all the program funds have been awarded. Please remember, applications will be reviewed and awarded on a first completed, first award basis.

**Q: How can I receive assistance with submitting my application?**

A: Resources for **FREE** assistance with your application submission are also available through the following local community partners:

[United Partners for Human Services – \(850\) 296-8330](#)

[The Council on Culture & Arts – \(850\) 224-2500](#)

[Institute for Nonprofit Innovation and Excellence – \(850\) 201-9766](#)

**Q: What agencies are eligible for assistance?**

A: Applicants must currently be registered as a 501(c)(3) organization registered with the U.S. Department of Treasury and the State of Florida and have experienced a 25% loss or more of revenue or increase in costs directly related to COVID-19. Please note: churches, associations, foundations, and political organizations do not qualify as a 501(c)(3) and are ineligible for the program. However, churches under a current contract with a government entity to provide human services within Leon County are eligible for purposes of supporting the continued provision of such services.

**Q: What expenses can the grant support?**

A: (1) Operational/administrative costs including: payroll, inventory/supplies, rent, mortgage, utilities, signage/marketing to announce operational changes due to COVID-19; and/or

(2) COVID-19 safety costs including: PPE for employees or clients, hand sanitizer, cleaning products, deep cleaning services, equipment associated with establishing social distancing (e.g. plexiglass for point-of-sale, floor markings, signs, cordon and space arranging items).

**Q: How much funding will my organization be able to receive through the program?**

A: Eligible nonprofit organizations can receive a **baseline funding award** between \$5,000 - \$12,500, **based on the number of employees**, as follows:

- 1-10 Employees: \$5,000
- 11-24 Employees: \$7,500
- 25-49 Employees: \$10,000
- 50-100 Employees: \$12,500

**Supplemental funding awards** are also available as follows:

- **Hardest Hit” Organizations:** \$20,000 for organizations directly impacted by Florida’s Stay at Home Order (Accommodation & Food Services; Retail Trade; Arts, Entertainment, & Recreation; or Other Services) that can demonstrate at least a 50% revenue loss related to the economic effects of COVID-19.
- **“Rebounding” Organizations:** \$5,000 for organizations that certify that they hired two or more full-time or part-time employees since June 1, 2020. This can include either new hires or returning employees.

**Q: What documents will I need to submit with my application?**

A: Applicants must provide the following documents for their organization:

- Proof of 501(c)(3) status from the U.S. Department of Treasury
- Proof of registration as an active nonprofit corporation in the State of Florida
- The organization’s W-9 form
- Documentation to verify your organization's number of employees if you have more than 10 employees (2019 Form 990 or payroll report/statement reflecting number of active payroll employees as of March 16, 2020). If you have 10 or fewer employees, no documentation is required.
- Additional documentation may be required if your organization is applying for a Hardest Hit supplemental award, which is detailed in the question below.

**Q: How does my organization qualify for a Hardest Hit Supplemental Award?**

A: The Hardest Hit supplemental award is available to organizations that were directly impacted by the state of Florida's Stay at Home Order. To qualify, an organization's primary operations must fall within one of the following industry sectors as defined by the North American Industry Classification System (NAICS):

- **Retail Trade (NAICS 44-45):** Organizations whose primary operation is selling merchandise in small quantities to the general public fall under this industry sector.
- **Arts, Entertainment, and Recreation (NAICS 71):** Organizations whose primary operation is providing services and/or operating facilities to meet varied cultural, entertainment, and recreational interests of their patrons fall under this industry sector.
- **Accommodation & Food Services (NAICS 72):** Organizations whose primary operation is providing patrons with lodging and/or preparing meals, snacks, and beverages for immediate consumption fall under this industry sector.
- **Other Services (NAICS 81):** Organizations whose primary operation is not elsewhere specified in the classification system fall under this industry sector. Examples of services under this sector include laundry, personal care services, death care services, photofinishing services, temporary parking services, and dating services.

Organizations whose primary operations are within these sectors must be able to provide documentation demonstrating at least a 50% revenue loss as a result of closures in relation to statewide Executive Orders to qualify as Hardest Hit to be eligible.

**Q: What industry sector does my organization fall under?**

A: The North American Industry Classification System Manual Organizations provides information on each of the NAICS industry sectors, which can be [found here](#).

**Q: My organization classifies under a Hardest Hit sector, what documentation do I need to provide?**

A: Organizations that fall within one of the Hardest Hit sectors will be required to provide a brief description of the 50% or greater loss of revenue incurred due to the organization's suspension of primary operations as a result of COVID-19 and submit supporting documentation demonstrating the financial loss incurred. Eligible documentation may include monthly or quarterly financial statements reflecting revenue prior to and after COVID-19 (for example April 2019 and April 2020) such as the examples provided in the list below.

- Income statement, prepared monthly or quarterly. The income statement can be internally prepared or prepared by an outside party, such as a bookkeeper. Note: annual summary reports are not sufficient; monthly or quarterly reports are required.
- Profit & loss statements reflecting revenue prior to and after COVID-19 (for example April 2019 and April 2020)
- Summarized Point of Sale (POS) or cash register terminal receipt/report by month. The POS reports should be uploaded and used to report 2019 and 2020 gross revenue by month or quarter.
- Cash receipt reports reflecting gross revenue by month or quarter based on payments from customers.
- Transaction detail report by month or quarter demonstrating gross revenue (billed/invoiced accounts for accrual basis accounting or collected revenue for cash basis accounting). Note: a line item transaction report without monthly subtotals will not be sufficient.
- Or any combination of the above which demonstrates gross revenue by month or quarter.

**Please note:** organizations with 10 or fewer employees and that belong within one of the industry sectors meeting the “Hardest Hit” criteria are not required to provide documentation of revenue loss.

**Q: How are number of employees determined?**

A: For purposes of this program, an employee can include full-time employees, part-time employees, and independent contractors (also known as 1099 employees). Applicant’s baseline awards will be determined based on the number of employees they had on their active payroll as of March 16, 2020.

**Q: How will I submit the required documents?**

A: Applicants will be able to submit required documents online as part of their application submission through the online portal. Scans, photos, screen shots or electronic copies of the required documents can be uploaded but must be clear and legible.

**Q: Will I have to repay my grant?**

A: No, funds will be awarded as grants, not loans, therefore there is no repayment.

**Q: Will an organization be able to receive a grant if they've previously received other COVID-19 relief funding?**

A: Organizations may still be eligible to receive a grant to support eligible expenses so long as such expenses are not covered or reimbursed by other forms of assistance received (or expected to be received).

**Q: Will an organization be able to receive a grant if they were awarded a Local Emergency Assistance for Nonprofits (LEAN) Grant from the Tallahassee-Leon County Office of Economic Vitality?**

A: Yes, organizations can receive a grant if previously awarded a LEAN grant. The Local Emergency Assistance for Nonprofits (LEAN) Program was intended to serve as a small bridge to federal, state and private funding options during the first critical weeks of the COVID-19 pandemic to keep nonprofits operating and employees on payroll. Applicants that previously received LEAN grant awards may still be eligible to receive a nonprofit assistance grant to support eligible expenses so long as such expenses have not been covered by prior grant funds.

**Q: Can organizations that received a Leon CARES Human Services Grant apply for this program?**

A: Yes, organizations that received a Leon CARES Human Services Grant may apply for the Leon CARES Nonprofit Assistance Grant Program to receive assistance to support eligible expenses that have not been covered, and are not expected to be reimbursed, by Leon CARES Human Services grant funds.

**Q: What happens after I submit an application?**

A: You will receive email notification confirmation upon submission of an application. From there, the County's processing team will review your application for completion and follow-up to receive any additional information that may be needed. Once your completed application has been reviewed for eligibility, you will be notified via email if you have been approved or denied. Please remember, applications will be reviewed and awarded on a first completed, first award basis.

### **Have additional questions?**

The Nonprofit Assistance Grant Program FAQs will continue to be updated with new questions and more information throughout the program. Please continue to check back for updates.

